

# Retention and Classification Report

**Agency:** Heber Light and Power Company (Utah) (2060)

31 South 100 West  
Heber City, UT 84032

**Records Officer** Bart Miller

18141	Accounts payable
18142	Bank deposit slips
18143	Bank statements
18139	Billing adjustment records
18138	Billing register
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18147	General ledgers
18140	Remittance stubs

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18141

3

**TITLE:** Accounts payable

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18141

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18142

3

**TITLE:** Bank deposit slips

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 11.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18143

3

**TITLE:** Bank statements

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 7.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18143

**TITLE:** Bank statements

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18139

3

**TITLE:** Billing adjustment records

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18139

**TITLE:** Billing adjustment records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(b)(d) (2008)



**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18138

3

**TITLE:** Billing register

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18138

**TITLE:** Billing register

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(b)(d) (2008)

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18144

3

**TITLE:** Check register

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 9.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18144

**TITLE:** Check register

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18145

3

**TITLE:** Daily cash report

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These reports provide a daily record of cash balances, receipts, and disbursements.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 10.

**AUTHORIZED:** //

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**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18146

3

**TITLE:** Deposit slips

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 11.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18147

3

**TITLE:** General ledgers

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

**AUTHORIZED:** //

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Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18140

3

**TITLE:** Remittance stubs

**DATES:** 1956-

**ARRANGEMENT:**

**DESCRIPTION:**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 27.

**AUTHORIZED:** //

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**APPRAISAL:**

Administrative



**AGENCY:** Heber Light and Power Company (Utah)

**SERIES:** 18140

**TITLE:** Remittance stubs

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(2)(b) (2008)